



# **CHSRA**

## **Unsolicited Proposal Process**

**June 6, 2013**

# Overview

- The Authority has received unsolicited proposals/inquiries for a range of services with varying levels of detail and commitment
- It is in the Authority's interest to gather ideas from industry and transparently evaluate proposals that provide value to the State
- Experience shows that firms will submit unsolicited proposals when they have a good idea and a potential competitive advantage
- The Authority needs a formal policy and transparent methodology for evaluating unsolicited proposal ideas and initiating procurements for those that have good value
- Several transportation agencies have unsolicited proposal policies, including:
  - Caltrans (in draft)
  - Virginia Department of Transportation
  - Indiana Department of Transportation
  - Nevada Department of Transportation
  - Texas Department of Transportation

# What is an Unsolicited Proposal?

*Innovative proposal that is well-defined and offers the Authority a valuable product or service that meets a defined need*

## Unsolicited Proposal

Generally, written offers to perform a proposed task or initiative that is:

- Innovative and unique;
- Independently-initiated and submitted by a prospective contractor with the intent of obtaining a contract;
- Of sufficient size and benefit to warrant a full review process by the Authority;
- Presented in sufficient detail so that the benefit to the Authority is clear;
- Meets a defined need of the Authority.

## NOT Unsolicited Proposal

Vague offers or explorations that are:

- For research or further development;
- Proposal explorations;
- Technical inquiries;
- Standard, off-the-shelf products or services;
- Request for product endorsement or capital funds to bring a product to market;
- Cannot be evaluated due to lack of information.

# Unsolicited Proposal Process

*The following is an example process describing the steps from the receipt of an unsolicited proposal:*

## Intake

- Receive proposal and collect non-refundable, non-negotiable fee
- Log and record details of proposal
- Notify steering committee of review requirement and set dates

## Screen

- Assess the project against established policies/framework
- Conduct high-level and detailed project screening for scope, feasibility, complexity, synergies, financial/benefit analysis, relevant studies, budget
- If proposal is deemed to be consistent or beneficial to project initiate next in line with established frame work (i.e. initiate detailed screening)

## Decision

- Present to executive management for review
- Determine go or no-go for procurement

## Procure

- Move to competitive procurement

# Next Steps

- Board review and approval of a policy for unsolicited proposals
- Draft details and implement formal policy for unsolicited proposal process.

